

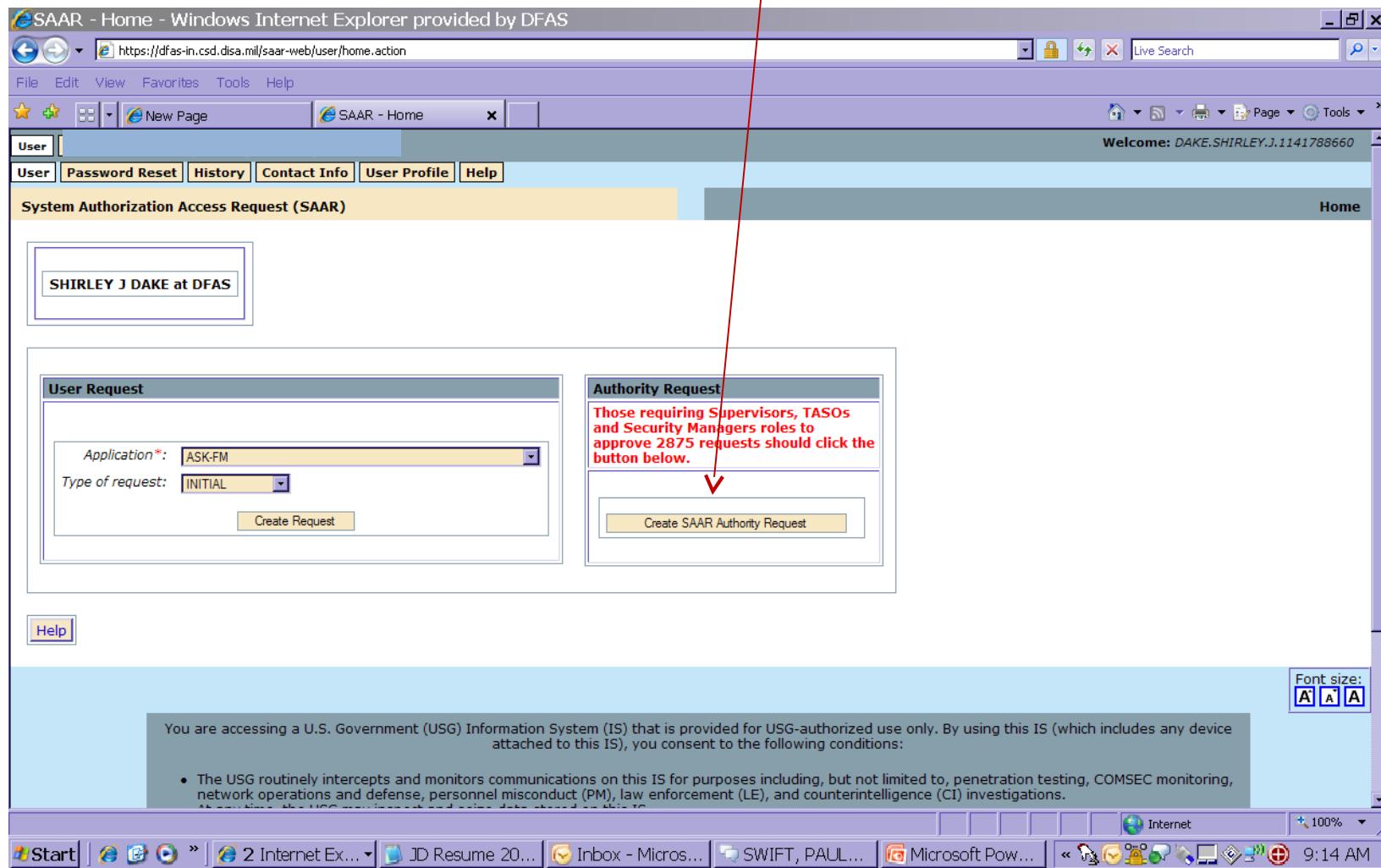
SAAR Application Instructions (Authority Role)

(<https://dfas-in.csd.disa.mil/saar-web/user/home.action>)

When you log into Systems Authorization Access Request (SAAR), this is what you will see:

This screenshot shows the SAAR (System Authorization Access Request) application running in Microsoft Internet Explorer. The browser title bar reads "SAAR - Home - Windows Internet Explorer provided by DFAS". The address bar shows the URL "https://dfas-in.csd.dsa.mil/saar-web/user/home.action". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar has icons for New Page, Back, Forward, Stop, Refresh, and Live Search. The main navigation bar at the top right includes User, Password Reset, History, Contact Info, User Profile, and Help, with "User" currently selected. A welcome message "Welcome: DAKE.SHIRLEY.J.1141788660" is displayed. The main content area has tabs for "User Request" and "Authority Request". The "User Request" tab contains fields for "Application*" (set to ASK-FM) and "Type of request:" (set to INITIAL), along with a "Create Request" button. The "Authority Request" tab contains a message for supervisors, TASOs, and security managers: "Those requiring Supervisors, TASOs and Security Managers roles to approve 2875 requests should click the button below.", followed by a "Create SAAR Authority Request" button. A "Help" link is located in the bottom left corner. A legal notice at the bottom states: "You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: • The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and monitor data stored on this IS." A font size selector with options A, A+, and A++ is visible in the bottom right corner. The taskbar at the bottom shows icons for Start, Internet Explorer, JD Resume 20..., Inbox - Microsoft..., SWIFT, PAUL..., Microsoft Pow..., and a system tray with various icons.

Make sure the application selected is ASK-FM and request is INITIAL, unless you currently have access to another system through SAAR , in which case you select MODIFY. Select “**Create SAAR Authority Request**”.



The next screen shows your personal information. Make sure it is correct and the Information Awareness Training Date (**IAT Date**) is within the last year. Select “Next/Save” at the bottom of the screen to continue.

SAAR - PART I - Windows Internet Explorer provided by DFAS
https://dfas-in.csd.disa.mil/saar-web/user/stepOneInput.action

User File Edit View Favorites Tools Help
New Page SAAR - PART I x Welcome: DAKE.SHIRLEY.J.1141788660

User | Password Reset | History | Contact Info | User Profile | Help

System Authorization Access Request (SAAR) PART I

PRIVACY ACT STATEMENT

Authority: Executive Order 10450; and Public Law 99-474, the Computer Fraud and Abuse Act

Principal Purpose: To record names, signatures, Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information.
Note: Records may be maintained in both electronic and/or paper form.

Routine Uses: None.

Disclosure: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay, or prevent further processing of this request.

Request Id: REQUEST.ASK-FM.20120423
Type of request: INITIAL
System/Application: ASK-FM
NAME(Last): DAKE
(Middlename): J
Office Symbol/Dept: HTSCBC
Office E-mail Address: shirley.dake@dfas.mil
Official Mailing Address: 8899 E. 56th Street
Indianapolis, IN 46249
Citizenship: US
IAT Completed: IAT Date*: 10/9/09

Date: 4/23/12
Location*: DECC - OGDEN
(First): SHIRLEY
Organization: DFAS
Phone(DSN or Commercial): 3175104979
Job Title and Grade/Rank: Financial Analyst GS-11
Designation: CIVILIAN

Done Start Internet Explorer JD Resume 20... Inbox - Microsoft SWIFT, PAUL... Microsoft Powerpoint 9:19 AM

Fill in the Justification for Access: “Approve individual requests within my organization”

The screenshot shows a Windows Internet Explorer window titled "SAAR - User Justification & Optional Information - Windows Internet Explorer provided by DFAS". The URL is https://dfas-in.csd.disa.mil/saar-web/user/stepOneSave.action. The browser interface includes standard buttons like Back, Forward, Stop, and Refresh, along with a Live Search bar.

The main content area is titled "System Authorization Access Request (SAAR)". It displays the user's name, "SHIRLEY J DAKE at DFAS". Below this, there are two text input fields: "Justification for Access*" containing "dgbhhhhh" and "Optional Information for access:" which is currently empty. A red arrow points from the text "Approve individual requests within my organization" in the instructions above to the "Optional Information for access:" field.

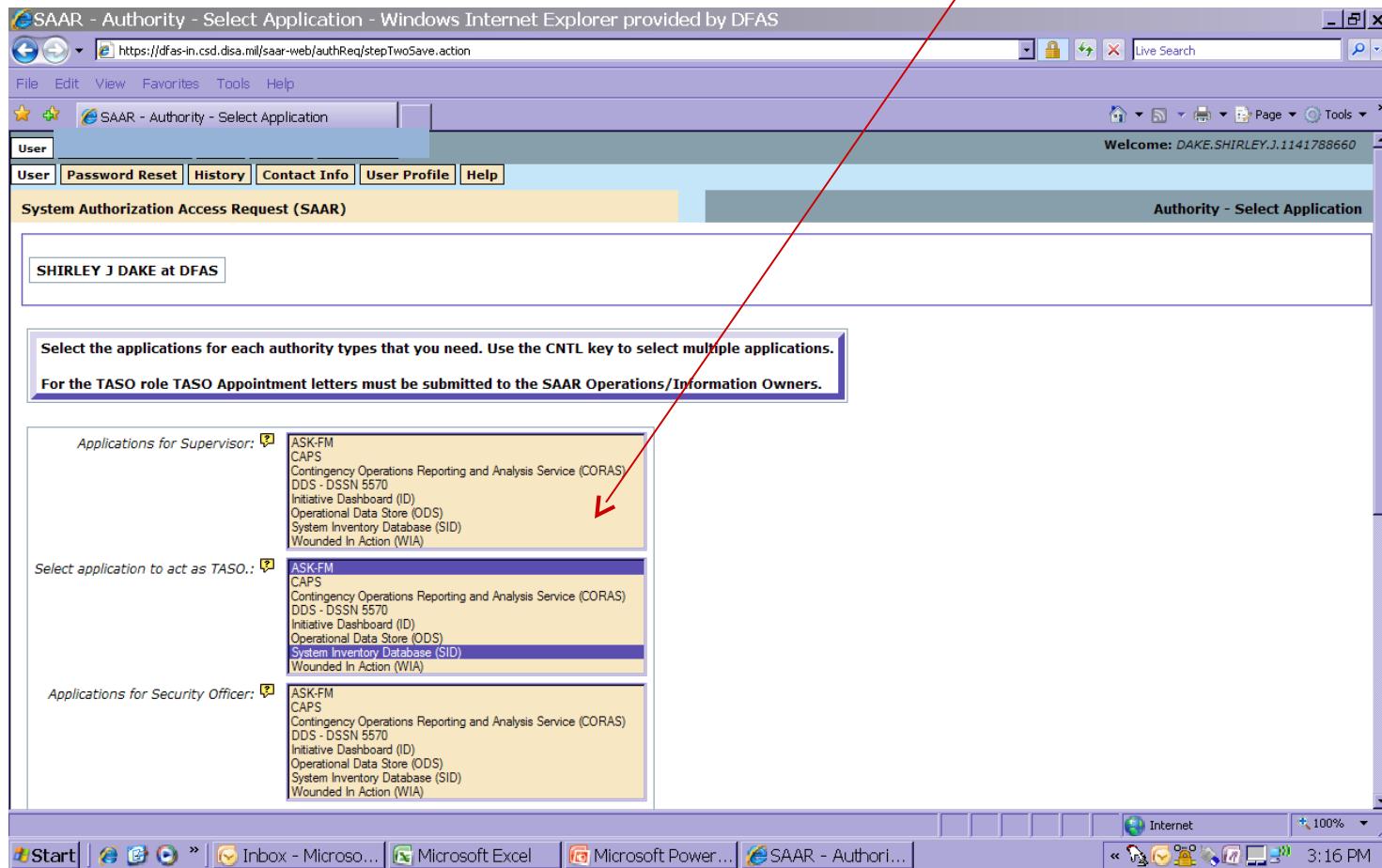
At the bottom of the form, there are two buttons: "Next (Save)" and "Cancel". A red arrow also points from the text "Click on ‘Next/Save’ to continue." in the instructions below to the "Next (Save)" button.

The status bar at the bottom of the browser shows the taskbar with various icons and the time "9:20 AM".

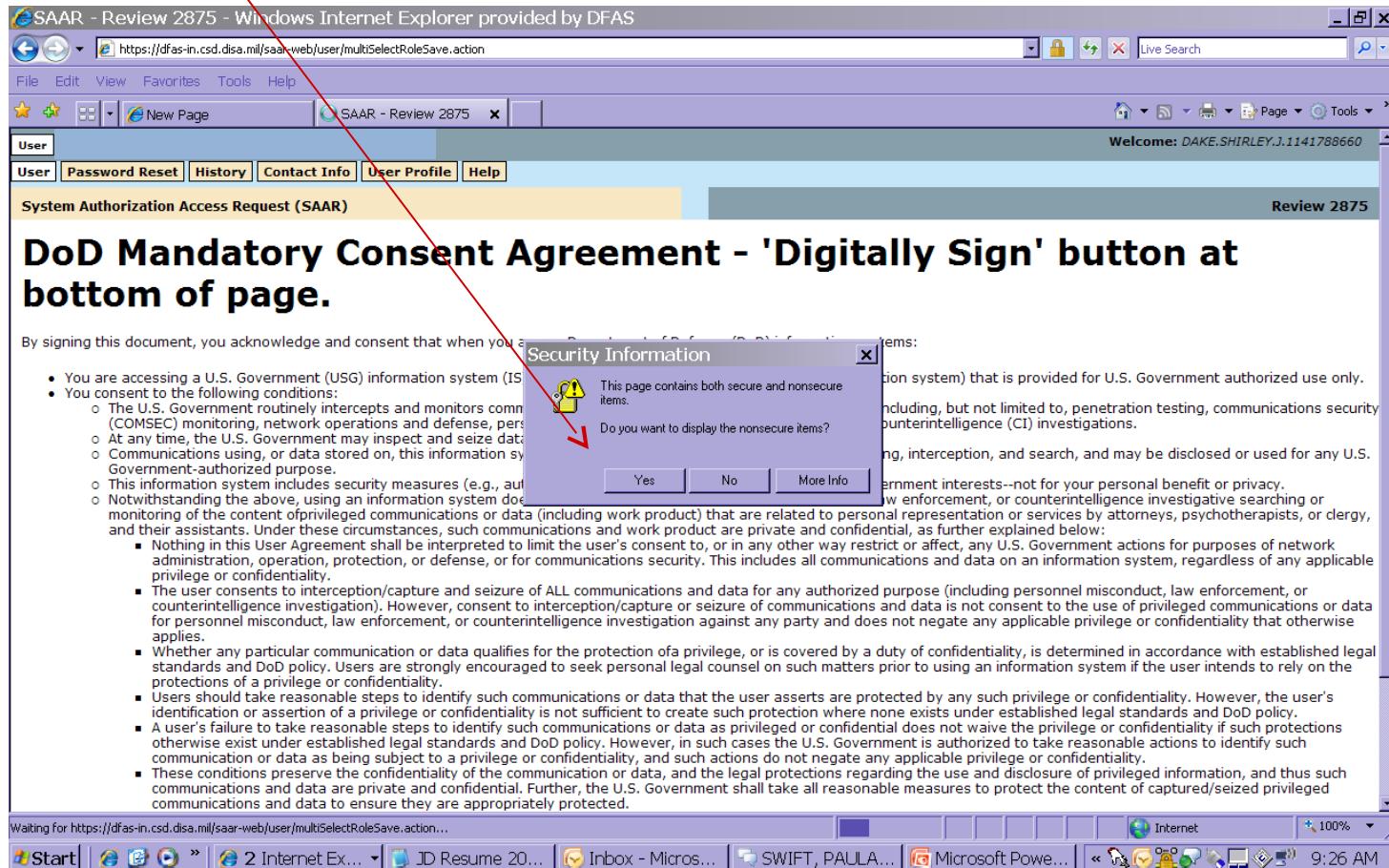
Click on “Next/Save” to continue.

Click on the drop down and select “ASK-FM” for the authority role you are requesting.

Select “Next/Save”.



This screen will ask if you want to display nonsecure items.
Select “Yes”.



Select “Digitally Sign” to complete your request.

SAAR - Review 2875 - Windows Internet Explorer provided by DFAS

File Edit View Favorites Tools Help

New Page SAAR - Review 2875 Page Tools

You consent to the following conditions:

- o The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- o At any time, the U.S. Government may inspect and seize data stored on this information system.
- o Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.
- o This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests--not for your personal benefit or privacy.
- o Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below:
 - Nothing in this User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.
 - The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation). However, consent to interception/capture or seizure of communications and data is not consent to the use of privileged communications or data for personnel misconduct, law enforcement, or counterintelligence investigation against any party and does not negate any applicable privilege or confidentiality that otherwise applies.
 - Whether any particular communication or data qualifies for the protection of a privilege, or is covered by a duty of confidentiality, is determined in accordance with established legal standards and DoD policy. Users are strongly encouraged to seek personal legal counsel on such matters prior to using an information system if the user intends to rely on the protections of a privilege or confidentiality.
 - Users should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards and DoD policy.
 - A user's failure to take reasonable steps to identify such communications or data as privileged or confidential does not waive the privilege or confidentiality if such protections otherwise exist under established legal standards and DoD policy. However, in such cases the U.S. Government is authorized to take reasonable actions to identify such communication or data as being subject to a privilege or confidentiality, and such actions do not negate any applicable privilege or confidentiality.
 - These conditions preserve the confidentiality of the communication or data, and the legal protections regarding the use and disclosure of privileged information, and thus such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/seized privileged communications and data to ensure they are appropriately protected.
- o In cases when the user has consented to content searching or monitoring of communications or data for personnel misconduct, law enforcement, or counterintelligence investigative searching, (Le., for all communications and data other than privileged communications or data that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants), the U.S. Government may, solely at its discretion and in accordance with DoD policy, elect to apply a privilege or other restriction on the U.S. Government's otherwise-authorized use or disclosure of such information.
- o All of the above conditions apply regardless of whether the access or use of an information system includes the display of a Notice and Consent Banner ("banner"). When a banner is used, the banner functions to remind the user of the conditions that are set forth in this User Agreement, regardless of whether the banner describes these conditions in full detail or provides a summary of such conditions, and regardless of whether the banner expressly references this User Agreement.

Request Id: REQUEST.ASK-FM.20120423

Digitally Sign

Cancel

Done Internet 100% 9:27 AM

Start SAAR - Rev... USAJOBS -... ID Resume... Inbox - Mic... SWIFT, PA... Microsoft P... 9:27 AM

When you get this screen, you know your request was submitted. After approval from SAAR Operations, you will receive an email that your request has been approved.

The screenshot shows a Windows Internet Explorer window with the following details:

- Title Bar:** SAAR - Registration Exit - Windows Internet Explorer provided by DFAS
- Address Bar:** https://dfas-in.csd.disa.mil/saar-web/authReq/saveSignRequest.action
- Menu Bar:** File, Edit, View, Favorites, Tools, Help
- Toolbar:** Back, Forward, Stop, Refresh, Live Search, Home, Page, Tools
- Page Header:** Welcome: DAKE.SHIRLEY.J.1141788660
- Page Content:**
 - User Navigation:** User, Information Owner, TASO, Reports, Contact Us
 - Section Headers:** System Authorization Access Request (SAAR), Registration Exit
 - User Label:** SHIRLEY J DAKE at DFAS
 - Message:** Your request has been submitted for approval.
 - Link:** Click here to view your 2875.
 - Text:** Thank you for using SAAR.
 - Help Button:** Help
 - Information Block:** You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:
 - The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
 - At any time, the USG may inspect and seize data stored on this IS.
 - Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
 - This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
 - Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. [See details.](#)
 - Footer:** You also consent to follow all provisions of: [Privacy Act](#)
Copyright © 2009-2010, United States Department of Defense (DoD).
Defense Finance and Accounting Service (DFAS)
- Taskbar:** Shows icons for Start, Internet, Microsoft Office applications (Inbox, Microsoft Excel, Microsoft Power...), and the SAAR - Registration Exit window. The taskbar also displays the date and time (9:02 AM).

Once you have access and log into SAAR, you will have your roles listed here. Select the approval role you want to use (i.e. Supervisor, TASO, etc.)

SAAR - Home - Windows Internet Explorer provided by DFAS
https://dfas-in.csd.disa.mil/haar-web/user/home.action

File Edit View Favorites Tools Help

InfoView SAAR - Home

User Information Owner TASO Reports Contact Us

Welcome: DAKE.SHIRLEY.J.1141788660

User Password Reset History Contact Info User Profile Help

System Authorization Access Request (SAAR) Home

SHIRLEY J DAKE at DFAS

User Request

Application*: ASK-FM

Type of request: INITIAL

Create Request

Authority Request

Those requiring Supervisors, TASOs and Security Managers roles to approve 2875 requests should click the button below.

Create SAAR Authority Request

Help

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

Font size: A A A

Internet 100% Start Inbox - Microsoft Excel Microsoft Power... SAAR - Home - ... 9:28 AM

Once you select your role, you will see the following screen. You can either fill in the surname of the individual you want to approve or select “See all Users”. Now select “Filter”.

SAAR - Information Owner Review - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/io/ioList.action

User Information Owner TASO Reports Contact Us

Welcome: DAKE.SHIRLEY.J.1141788660

Information Owner Waiting User List SAAR Authorities List

System Authorization Access Request (SAAR)

Information Owner Review

• Select the items to create a filter

Application: ASK-FM Surname:
See all Users: Rows: 10

A=Approval, D=Deny, R=Return, E>Edit Groups/Roles, V=View

No items found.

Last Name First Name MI Type of Request Create Date Telephone Supervisor

Nothing found to display.

Help

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged

Font size: A A A

Internet 100%

Start Inbox - Microsoft... Microsoft Excel Microsoft Power... SAAR - Inform... 9:29 AM

This screen shows all individuals available for approval. You can now (V)iew the 2875, (R)eturn the request, (D)eny the request or (A)pprove request.

SAAR - TASO Search - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/taso/tasoList.action

User Information Owner TASO Reports Contact Us

Welcome: DAKE.SHIRLEY.J.1141788660

System Authorization Access Request (SAAR)

Application: FSK-FM Surname: See all Users: Rows: 10 Filter Reset

A=Approval, D=Denial, R=Return, V=View

2 items found, displaying all items.

A	D	R	V	Last Name	First Name	MI	Type of Request	Create Date	Telephone	Assigned TASO	Supervisor
A	D	R	V	CARTER	LEE	M	INITIAL	2012-06-06	317-212-2655	ALFORD.PEGGY.J.1230300999	cn=brown.samuel.m.1230067291, ou=usa, ou=pki, ou=dod, o=usg
A	D	R	V	SCHULTZ	DOUGLAS	A	INITIAL	2012-07-19	699-4937	MIKUS.KATHERINE.V.1089073460	cn=anderson.neil.a.1076966253, ou=dfas, ou=pki, ou=dod, o=usg

Export options: CSV | Excel | XML | PDF

Help

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.

Font size: A A A

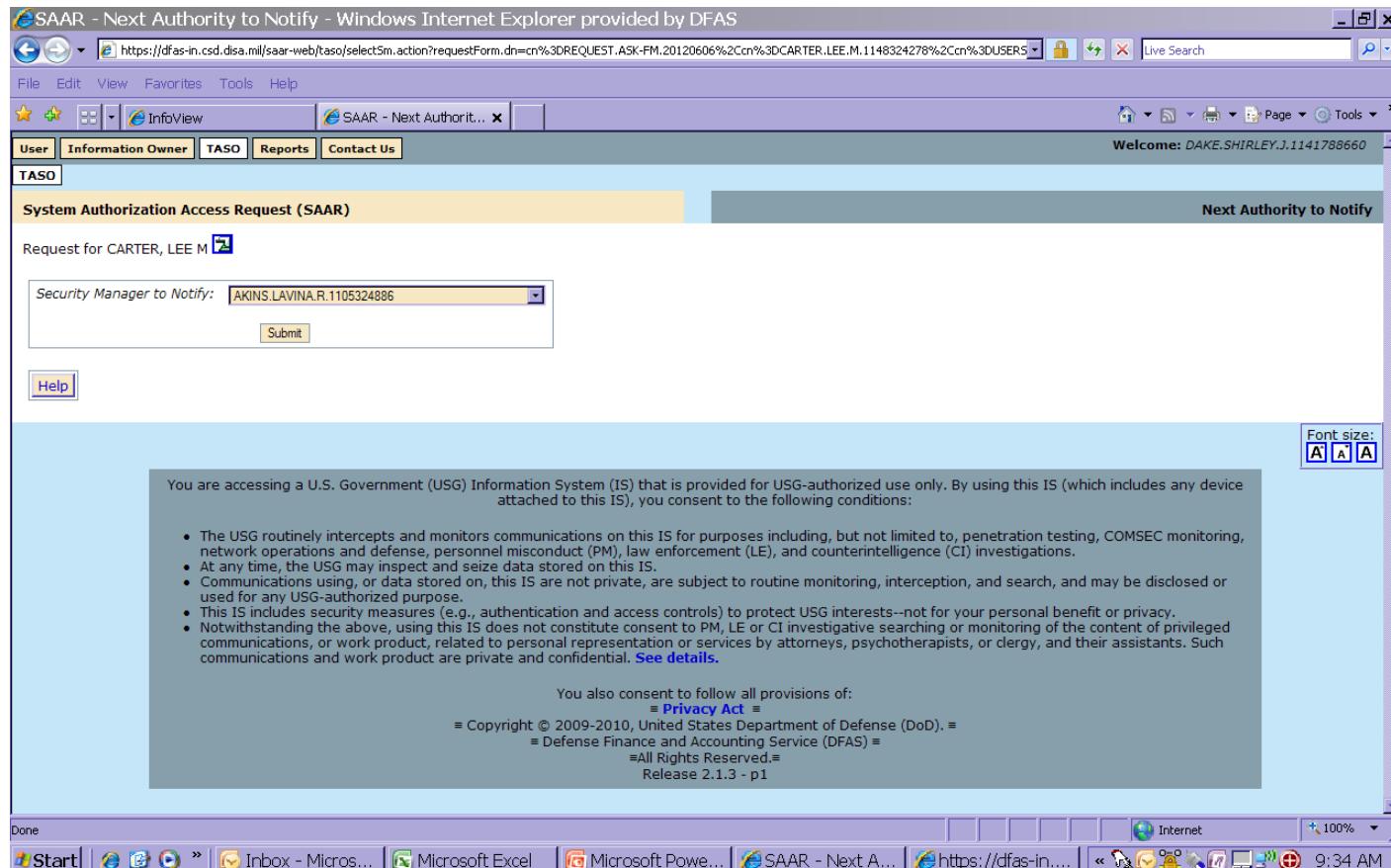
Internet 100% 9:31 AM

Start | Inbox - Microsoft | Microsoft Excel | Microsoft Power... | SAAR - TASO S...

If you select “V” for View, you will see the 2875 that was submitted.
To close 2875 click on the x top right corner.

The screenshot shows a Windows Internet Explorer window with the title "SAAR - TASO Search - Windows Internet Explorer provided by DFAS". The address bar shows the URL <https://dfas-in.csd.disa.mil/saar-web/taso/tasoList.action#null>. The main content area displays a "System Authorization Access Request (SAAR)" form. On the left, there's a table for "System Authorization Access Request (SAAR)" with columns for Application (ASK-FM), Rows (10), and buttons for Approval (A), Denial (D), Return (R), and View (V). Below this is a message: "2 items found, displaying all items." A table lists two items: Carter, Lee and Schultz, Douglas. At the bottom left is an "Export options" section with CSV and Excel links. A "Help" link is also present. A note at the bottom left says: "You are accessing a secure system. Your session will be terminated if you do not log off within 15 minutes." A bulleted list follows: "• The USG routine network operation. • Any time the user logs off." A note at the bottom right says: "Unknown Zone". In the center, a large form titled "SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)" contains sections for AUTHORITY, PRINCIPAL PURPOSE, ROUTINE USES, and DISCLOSURE. It includes fields for TYPE OF REQUEST (checkboxes for INITIAL, MODIFICATION, DEACTIVATE, USER ID), SYSTEM NAME (ASK-FM), LOCATION (DECC - OGDEN), and various data entry fields for names, addresses, and job details. At the bottom of the form are sections for PART II (ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR), JUSTIFICATION FOR ACCESS, and TYPE OF ACCESS REQUIRED (checkboxes for AUTHORIZED, PRIVILEGED). A note at the bottom right of the form says: "Font size: A A A". A red arrow points to the close button (X) in the top right corner of the PDF viewer window. The taskbar at the bottom shows other open applications like Microsoft Excel and Microsoft Powerpoint, and the status bar shows the date and time as 9:33 AM.

If you selected A for “Approve”, you will see the following screen. As Supervisor, you will be prompted to Select the TASO to Notify; As TASO, you will be prompted to Select the Security Manager to Notify. Use the drop down arrow to make your selection. If the individual you are looking for is not listed, they must register in SAAR for their Role. Select “Submit”.



You must now follow the screens to Digitally sign the request. You will get a screen telling you the request has been completed/forwarded to the next step.